

## Stores Person - Job Specification

### Role

Responsible for handling ingoing/outgoing goods, and all functions of stock and equipment.

- Based at our premises in Dalston, Cumbria
- Full time, permanent, 40 hours per week
- Salary negotiable

### Essential attributes

- Previous experience in a similar role
- GCSE Maths and English grades A-C, or equivalent
- Full driving licence
- Strong verbal and written communication skills
- Computer literacy
- Strong attention to detail
- An organised and methodical approach to working
- Team player

### Desirable attributes

- Fork-lift truck licence

### Main Responsibilities

- Monitor and control all aspects of goods in and goods out.
- Stock checks and their associated admin.
- Control and maintain the organisation of inventory.
- Monitor and control the movement, repair and PAT testing of power tools and equipment.
- Carry out/ oversee designated audits.
- Organise delivery and collection of the works vehicles for MOT & servicing.
- Daily admin tasks for the department.